

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3240

TITLE: DIRECTOR OF COURT SERVICES

GRADE: E-10

DEFINITION:

Under direction, to plan and direct the activities of the supporting services Court personnel; and to do related work as required.

TYPICAL TASKS:

Formulates and administers a juvenile and domestic relations program consistent with established purposes of the Court and adapted to meet the current needs and problems of the County;

Explains and interprets the laws, regulations, and activities related to the program;

Formulates and justifies budgetary requirements and supervises the expenditures;

Studies procedures and operations and recommends improvements;

Plans and coordinates casework programs;

Analyzes and resolves administrative problems;

Maintains cooperative relationships with Federal, State and local public and private agencies;

Represents department at conferences and meetings;

Directs record keeping and report preparation functions;

Plans and directs a continuous informational program of juvenile and domestic relationship activities;

Makes speeches and issues news releases;

Analyzes research data;

Advises and assists the judge in the functional operation of the Court;

Handles specialized or difficult cases;

Prepares regular and special reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and the ability to apply the principles of administration, including organization, personnel, budget and management analysis;

Knowledge of the philosophy and provisions of pertinent Federal, State and County public laws and ordinances;

Ability to apply current trends and methods of treatment of delinquency and related problems;

Ability to speak and write effectively;

Ability to develop and maintain effective working relationships with a variety of individuals and public officials.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

A Master's degree in social work or a related field and five years of progressively responsible professional experience.